

Graduate School
Equity and Diversity Committee Meeting Minutes
April 2, 2009
2:30pm, 350 Bascom Hall

Present:

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| ✓ Marchel Hill (Molecular Virology) | ✓ Jean Phillips (SSEC) |
| ✓ Joe Bisognano (SRC) | ✓ Karen Aune (PSL) |
| ✓ Gayle Love (Institute on Aging) | ✓ Russell Schwalbe (UW Press) |
| ✓ Michelle Holland (Molecular Biology) | ✓ Tina Yao (Aquatic Sciences) |
| ✓ Molly Fifield-Murray (Arboretum) | ✓ Barry Standorf (Animal Resources) |
| ✓ Esther Olson | ✓ Peter Vanderveer (Biotron) |

Absent:

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| ○ Maya Holtzman (Graduate School) | ○ Wayne Davis (Bio-Tech) |
| ○ Nancy Dopkins (PSL- retired) | ○ Terri Wipperfurth (IceCube) |
| ○ Julie Karpelenia (Graduate School) | ○ Patricia Mitchell (Waisman Center) |
| | ○ Susan Cook (Graduate School) |

Call to Order: Esther Olson, Chair, convened the meeting at 2:35 pm

Welcome new members – Sheila Hessman (Institute on Aging)

Minutes: Approved.

Announcements: None

Scribe: Russell Schwalbe (through 3:45, then Jean Phillips)

Agenda Additions or Changes: None

Communication Committee motion: (10 minutes)

1. Management and future of shared webspace

As it is the responsibility of the Communication Committee (CC) to “prepare and distribute communication pieces to committee members” (as found in the GSE&D Operating Procedures Sec. V, paragraph G subset A) the recommendation has been made to have the CC assume administrative responsibility and authoring rights (folder organization, file naming conventions, editing privileges, notification/distribution of new material, etc.) of the GSE&D shared webspace:

<https://mywebspace.wisc.edu/xythoswfs/webui/zander1/Graduate%20School%20Equity%20%26%20Diversity%20Committee%20ALL?action=frameset&subaction=print&uniq=7mqou6&stk=4B5B2093756D18F>

The organizational structure of the web space would ultimately be determined and maintained by the CC. GSE&D members at large would be encouraged to upload pertinent data to a “new items” folder located on the space, send an email to the CC to alert them to the addition, and the CC would then move the files to the appropriate location within the site. All GSE&D documents (e.g. meeting minutes, agendas) would be uploaded to the site, as would any relevant articles of interest. The CC would in turn send out a generic email to the GSE&D Committee as

a whole, informing members that new information has been added. It would be left to the discretion of individual members to inform themselves of the goings-on within the committee and check the site often.

So as not to impede timely communication should the urgency arise, distribution of articles, communiqués, and “of interest” notices can still be sent to the GSE&D committee directly and the CC will administer any necessary uploads.

Motion Action: Motion to approve- yes, unanimous- Motion carries.

Reports:

1. List of recruiting publications and organizations online?

Molly Fifield-Murray reported that the list of publications and organizations has been posted to the GSED website but it is currently static. She will continue to work with GS and Tina to improve functionality.

2. Sub committee reports

Communications: The primary focus has been on re-invigorating our web presence within the GSED space and formalizing the Committee’s communication administration. Through the motion presented, the latter has been completed and the CC will begin administration. Molly and Tina continue to work on our web site with updates in-process regarding the FAQ section, a glossary update, interactive ToolKit (incl. a topical review), standardizing/improving templates, and updating links. At a future meeting (TBD), the CC will present a mockup of the proposed updates for GSED discussion.

Professional Development: The PD sub-committee prepared a quick survey to solicit input from the GSED committee to help identify key areas for PD focus. They would also like a 5 minute slot in future meetings to updated the group on monthly professional development opportunities available across campus- including GSED postings. The PD sub-committee distributed a summary of currently available PD opportunities for Spring/Summer 09 to the group for review and distribution within each Center. The CC will post the file to our web site.

Ad-Hoc: The AH sub-committee asked for direction from the group at large explaining their work might be at conflict with the pending work of Damon Williams’s diversity audit. The GSED group felt some sort of survey was needed to test Center climate and get feedback but the issue of how climate is defined, in relation to diversity and/or equity, stood in conflict of how to proceed.

The Ad Hoc Committee wants guidance on how to approach survey construction. The group discussed the possibility of conducting a climate survey, wondering whether surveys can deal with climate as it pertains to diversity. There was some discussion of doing one, broad survey of graduate school centers. If we did this, then it would have to be mandated by the Dean. Some expressed concern that we would lose the value of the survey if it is not done by individual centers.

Could we synthesize or make a combo of, the surveys that have already been done? Those centers that have not done one at all could use it. It could also be used by centers that want to do another survey. All agreed that the Ad Hoc Committee should look at this to see if it can be done. The subcommittee will review the surveys that have already been completed by various centers, using them as a guide.

The group reiterated the importance of learning what Damon Williams means when he talks about a diversity audit – does this include the entire campus?

Discussion Items:

1. Member roster and term staggering – review operating procedures

Esther will email Russell the flip chart notes of the reorganization of the unit term lengths. Russell will work with the CC to format and upload the chart to the web site. At the next meeting, the request for re-appointment change will be discussed (after Julie and Esther have had a chance to discuss).

The meeting schedule for 09/10 will continue to be the 2nd Thursday of the month.

2. February 19th Forum documents – concrete actions

There was brief discussion of the Forum documents now posted on the shared site. The group also agreed that it is important for us to find out what Damon Williams intends to do with his diversity audit and how it might affect what we decide to do. Esther will contact him.

Other topics:

Esther announced a luncheon on Monday, 6 April, that will cover the new undergraduate initiative

The group turned its discussion to the need for an annual report and all agreed that we do not need one, but agreed that we need to write a report to Dean Cadwallader.

Facilitated planning meeting – Quality office

All agreed to postpone the meeting with Darren. Esther will contact Darren to reschedule. Schedule for the next three months will be:

May: subcommittees meet

June: convene entire committee, report back on subcommittee progress and discuss a possible September meeting with directors

July: meet with Darren for development of 09-10 plan

Adjourn: 4:05pm

Next meetings:

Date: May 14, 2009

Time: 2:30 – 4:00 PM

Location: Room 334 Bascom Hall

Scribe: Pat Mitchell

Agenda Items: